

What Is Claimed Is:

1. A document transmission apparatus, comprising:
 - a document data transmission section for producing document data;
 - 5 a transmittal letter production section for producing a transmittal letter to be attached to the document data;
 - a transmission section for electronically transmitting the document data with the transmittal letter attached;
 - 10 an additional information storage section in which a plurality of pieces of additional information which can be attached to the transmittal letter are stored; and
 - 15 an operation section for selecting an arbitrary one of the pieces of additional information from within said additional information storage section;
 - said transmittal letter production section producing a transmittal letter in which the additional information selected by said operation section is inserted.
2. A document transmission apparatus as claimed in claim 1, wherein said operation section includes a display section for displaying the additional information stored in said additional information storage section, and a selection input section for arbitrarily selecting the additional information displayed on said display section.
- 25 3. A document transmission apparatus as claimed in claim 2, wherein said additional information storage section stores a registration number and a title for each of the pieces of

additional information and said display section displays at least the registration numbers and the titles of the pieces of additional information as a list, and said selection input section designates one of the displayed registration numbers 5 to select the additional information and said transmittal letter production section inserts a text of the selected additional information into the transmittal letter.

4. A document transmission apparatus as claimed in claim 1, further comprising additional information registration means 10 for additionally storing new additional information into said additional information storage section.

5. A recording medium on which a program for a document transmission apparatus which includes a document data transmission section for producing document data, a transmittal letter production section for producing a transmittal letter to be attached to the document data, and a transmission section for electronically transmitting the document data with the transmittal letter attached is stored, the program causing said 15 document transmission apparatus to have:

20 an additional information selection function of selecting, from within an additional information storage section in which a plurality of pieces of additional information which can be attached to the transmittal letter are stored, an arbitrary one of the pieces of additional information; and

25 an additional information insertion function of inserting the selected arbitrary one of the pieces of additional

information into the transmittal letter produced by said transmittal letter production section.

6. A storage medium as claimed in claim 5, wherein the additional information selection function includes a display function of displaying the additional information stored in said additional information storage section on a display section, and a selection function of arbitrarily selecting the additional information displayed on said display section.

7. A recording medium as claimed in claim 5, wherein the program further causes said document transmission apparatus to have an additional information storage function of storing a registration number, a title and a text of each of the pieces of additional information into an additional information storage section and the display function displays at least the registration numbers and the titles of the pieces of additional information stored in said additional information storage section as a list, and the selection function designates one of the displayed registration numbers to select the additional information and the transmittal letter insertion function inserts the text of the selected additional information into the transmittal letter.